



A Toolkit for Hospitals

Table of Contents

Contact Information	3
EMResource Online Platform Toolkit	4-5
EMResource Mobile Application Toolkit	7-9
COVID-19 Bed Poll/Status Info Data Dictionary	10-12
COVID-19 PPE/Supply Updates	13-14

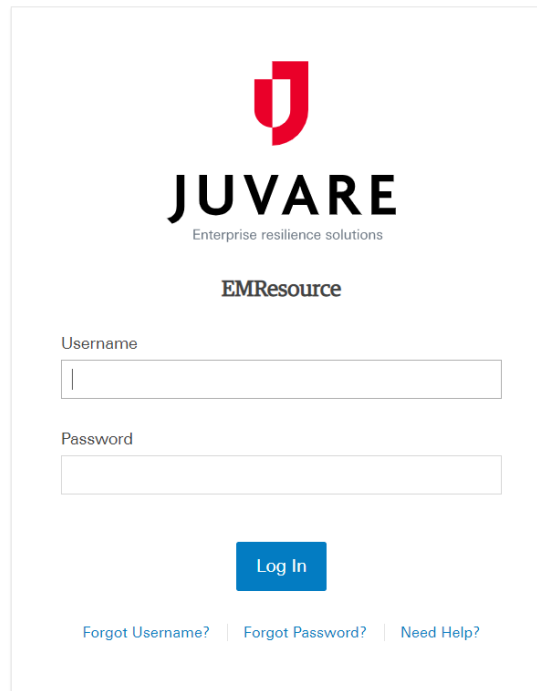
**For questions or further assistance email:
HEOClogistics@azdhs.gov**

Access EMResource: <https://emresource.juvar.com/login>

Report facility information everyday by 1200

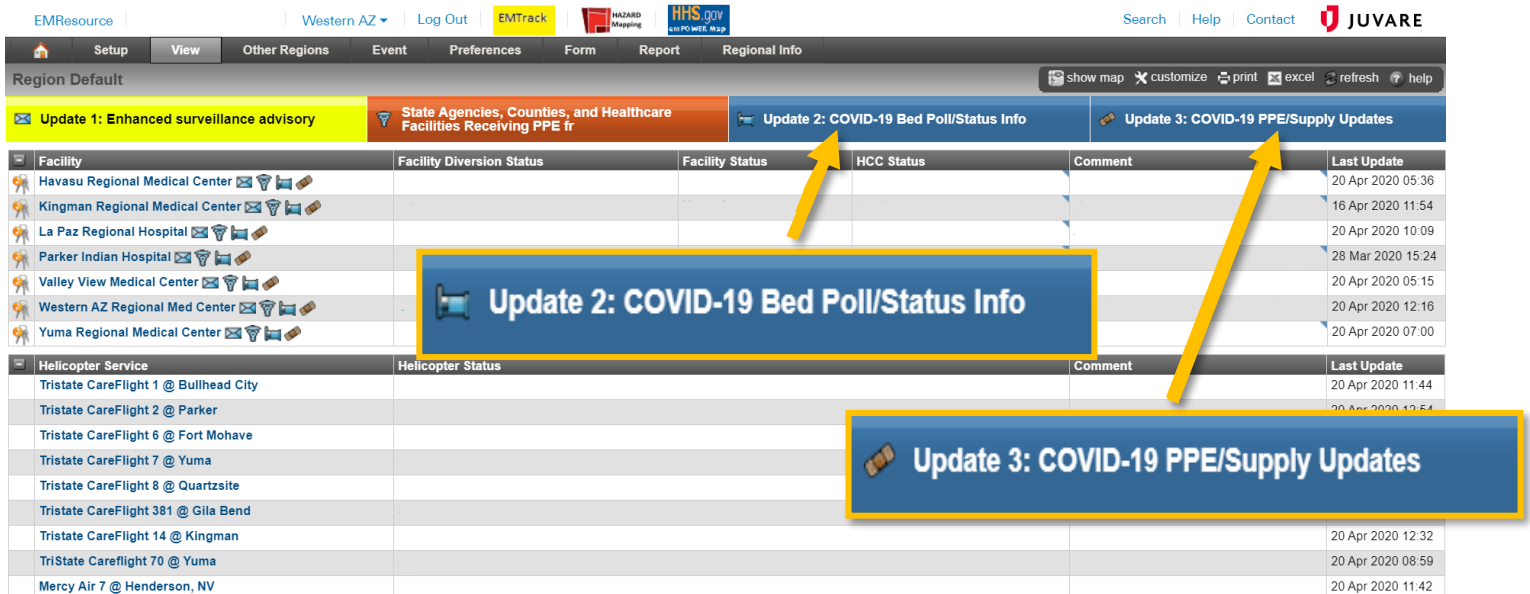
Data is from 0600 previous day-0600 current day

Step 1: Sign into EMResource Online Platform



The login page features the JUVARE logo with the tagline "Enterprise resilience solutions" and the "EMResource" text. Below this are input fields for "Username" and "Password", followed by a blue "Log In" button. At the bottom, there are links for "Forgot Username?", "Forgot Password?", and "Need Help?".

Step 2: Click the blue banners to update facility information: COVID-19 Bed Poll/Status Info and COVID-19 PPE/Supply Updates



The screenshot shows the EMResource dashboard with a top navigation bar and a main content area. The main content area has a table with columns: Facility, Facility Diversion Status, Facility Status, HCC Status, Comment, and Last Update. The table lists several facilities, including Havasu Regional Medical Center, Kingman Regional Medical Center, La Paz Regional Hospital, Parker Indian Hospital, Valley View Medical Center, Western AZ Regional Med Center, and Yuma Regional Medical Center. Below the table, there are two blue banners with yellow borders. The first banner, labeled "Update 2: COVID-19 Bed Poll/Status Info", has a yellow arrow pointing to the "HCC Status" column. The second banner, labeled "Update 3: COVID-19 PPE/Supply Updates", has a yellow arrow pointing to the "Comment" column.

Facility	Facility Diversion Status	Facility Status	HCC Status	Comment	Last Update
Havasut Regional Medical Center					20 Apr 2020 05:36
Kingman Regional Medical Center					16 Apr 2020 11:54
La Paz Regional Hospital					20 Apr 2020 10:09
Parker Indian Hospital					28 Mar 2020 15:24
Valley View Medical Center					20 Apr 2020 05:15
Western AZ Regional Med Center					20 Apr 2020 12:16
Yuma Regional Medical Center					20 Apr 2020 07:00

Helicopter Service	Helicopter Status	Comment	Last Update
Tristate CareFlight 1 @ Bullhead City			20 Apr 2020 11:44
Tristate CareFlight 2 @ Parker			20 Apr 2020 12:54
Tristate CareFlight 6 @ Fort Mohave			
Tristate CareFlight 7 @ Yuma			
Tristate CareFlight 8 @ Quartzsite			
Tristate CareFlight 381 @ Gila Bend			
Tristate CareFlight 14 @ Kingman			20 Apr 2020 12:32
TriState Careflight 70 @ Yuma			20 Apr 2020 08:59
Mercy Air 7 @ Henderson, NV			20 Apr 2020 11:42

Step 3: Click the keys next to your facility name

EMResource | Western AZ | Log Out | EMTrack | HAZARD Mapping | HHS.gov | Search | Help | Contact | JUVARE

Setup | View | Other Regions | Event | Preferences | Form | Report | Regional Info

Event Status

Update 1: Enhanced surveillance advisory | State Agencies, Counties, and Healthcare Facilities Receiving PPE fr | Update 2: COVID-19 Bed Poll/Status Info | Update 3: COVID-19 PPE/Supply Updates

Created By: Cody Curt @ 04/17/2020 13:48
Typical hospital bed polling with additional fields added pursuant to Arizona Governor's Executive Order, Enhanced Surveillance Advisory (2020-13, 2020-23, 2020-30) | [Event Details](#) | [View History](#)

Facility	CCN	Facility Diversion Status	HCC Status	Adult ICU Bed Availability	Med/Surg Bed Availability	PEDS Availability	PICU Availability	Ventilators Available	New Admissions Per Day	ICU Admissions Per Day	ICU Discharges Per Day	Adult ICU Bed Capacity	Adult ICU Additional Beds	ED Bed Availability	ED Bed Capacity	Med/Surg Bed Capacity	Med/Surg Additional Beds	Psych Availability	OB/GYN Availability
Havasupai Regional Medical Center																			
Kingman Regional Medical Center																			
La Paz Regional Hospital																			
Parker Indian Hospital																			
Valley View Medical Center																			
Western AZ Regional Med Center																			
Yuma Regional Medical Center																			
Summary																			

Step 4: Go through each status type and update by checking the box

Select the statuses to update (unchecked ones will not be changed):

Facility Status

- ☐ **CCN:** CMS Certification Number, required for auto-submission to HHS.
- ☐ **Facility Diversion Status:** Facility Emergency Department diversion status.
- ☐ **HCC Status:** Incident Command status for the hospital.

Region Availability

- ☐ **Adult ICU Bed Availability:** Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients.
- ☐ **Med/Surg Bed Availability:** Number of med/surg beds available (i.e. currently not in use and could be supported by staff). These are also thought of as ward beds.
- ☐ **PEDS Availability:** Number of PEDS beds available (i.e. currently not in use and could be supported by staff). These are ward beds for patients 21 years and younger.
- ☐ **PICU Availability:** Number of PICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill/injured patients, including very young.
- ☐ **Ventilators Available:** The number of ventilators available in the facility (i.e. currently not in use and could be supported by available staff).

Bed Information

- ☐ **New Admissions Per Day:** Total number of new admissions per day.
- ☐ **ICU Admissions Per Day:** Total number of new ICU admissions per day.

Step 5: Once you check the box, enter in your facility's status for each

Facility Status

☐ **CCN:** CMS Certification Number, required for auto-submission to CMS.

☒ **Facility Diversion Status:** Facility Emergency Department diversion status.

☐ **Closed:** Indicates the ED has suffered structural damage, loss of power, or an exposure threat that precludes transport of any patient to the ED. Please provide information on the status in the comments field.

☐ **Divert:** Indicates saturation. Facility cannot accept ambulance patients; but, will continue to receive patients whose conditions may be adversely effected by transport to a further facility.

☐ **Constrained:** General warning of pending resource limitation or inability of the ED to accept specified types of EMS patients. Please provide information on the status in the comments field.

☒ **Open:** Open to all patients.

Comment:

☒ **HCC Status:** Incident Command status for the hospital.

☐ **Not Activated**

☐ **Virtually Activated**

☒ **Partially Activated**

☐ **Fully Activated**

Comment:

Region Availability

☒ **Adult ICU Bed Availability:** Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients, including ventilator support.

Step 6: Once all information is entered, click save

Staffing

☐ **Staffed Inpatient and Outpatient beds:** Total number of all staffed inpatient and outpatient beds in your hospital, including all overflow and surge/expansion all ICU beds).

☐ **Direct Care Staff Total:** Total number of direct care staff per day.

☐ **ED Per Day Staff Call Out %:** Percentage of ED staff who have called out today.

☐ **Med/Surg Per Day Staff Call Out %:** Percentage of med/surg staff who called out today.

☒ **Total Per Day Staff Call Out %:** Total Percentage of staff who have called out today (this includes ICU, ED, Med/Surg, and all hospital departments).

☒ **0-10%**

☐ **11-20%**

☐ **21-30%**

☐ **30%+**

Comment:

☒ **Staffing Issues?:** Is the facility currently having staffing issues that impacts your ability to provide adequate patient care?

☐ **Yes**

☒ **No**

Comment:

Show All Statuses

Save

Cancel

Step 1: Download the EMResource Mobile Application

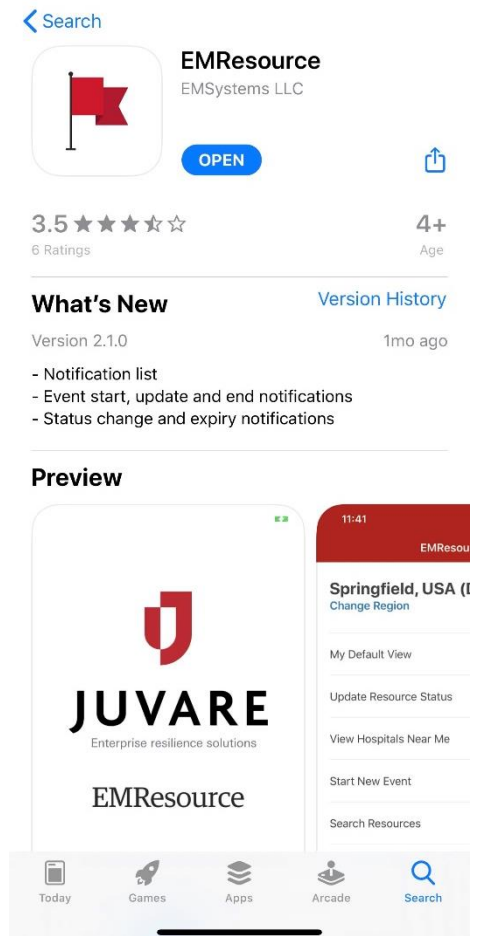


WebEOC

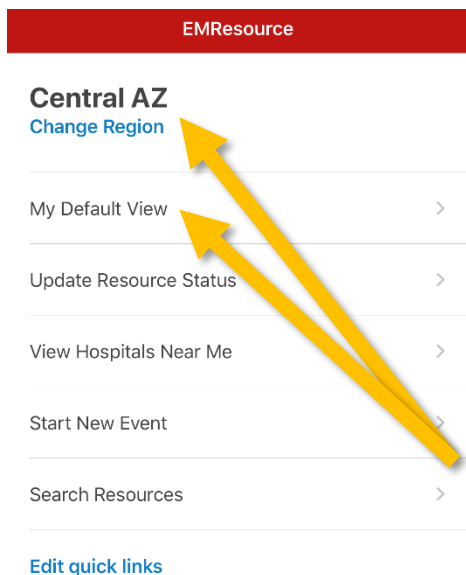
Log In

By proceeding, you agree to Juvare's
[Privacy Policy](#) and [Terms & Conditions](#).

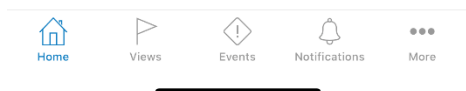
© 2019 ESI Acquisition, Inc.
v2.0.1 (56)



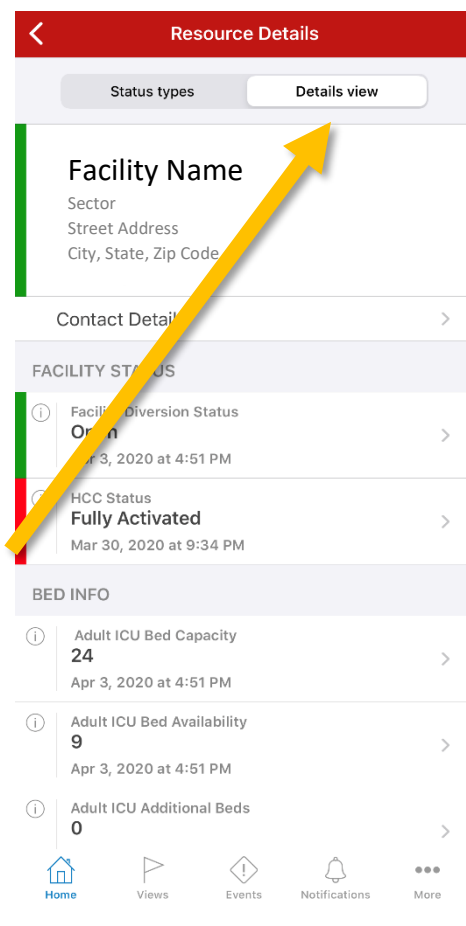
Step 2: Sign into EMResource Mobile Application



Step 3: Make sure you are in the correct region then click “My Default View”



Step 4: Click “Details view” then scroll down through each status type and update by clicking on the status



Cancel Update Status Save

⌚ Last updated Apr 3, 2020 at 4:51 PM by ARROWHEAD

Adult ICU Bed Capacity * ⓘ

24

Add Comment

Cancel Comment Done

"24"

1 2 3 4 5 6 7

- / : ; () \$

#+= . , ? ! Q W E R T Y U I O P

ABC space A S D F G H J K L

123 space return Z X C V B N M

👉

Step 5: Enter in your facility's status

You have the option to add a comment within each status, if needed

Click the ⓘ for a description of the status

Cancel Update Status Save

⌚ Last updated Apr 3, 2020 at 4:51 PM by ARROWHEAD

Adult ICU Bed Capacity * ⓘ

24

Add Comment

"24"

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

#+= . , ? ! ' 🗑️

ABC space return

👉

COVID-19 Bed Poll/Status Info

Facility Status

Values – Text

CCN: CMS Certification Number, required for auto-submission to HHS.

Values - Closed, Divert, Caution, Open

Facility Diversion Status: Facility Emergency Department diversion status.

Values - Not Activated, Virtually Activated, Partially Activated, Fully Activated

HCC Status: Incident Command status for the hospital.

Region Availability

Values – Text

Adult ICU Bed Availability: Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients, including ventilator support.

Med/Surg Bed Availability: Number of med/surg beds available (i.e. currently not in use and could be supported by staff). These are also thought of as ward beds.

PEDS Availability: Number of PEDS beds available (i.e. currently not in use and could be supported by staff). These are ward beds for patients 21 years and younger.

PICU Availability: Number of PICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill/injured patients, including ventilator support for patients 21 years and younger.

Ventilators Available: The number of ventilators available in the facility (i.e. currently not in use and could be supported by available staff).

Bed Information

Values – Numbers

All Hospital Beds: Total number of all inpatient and outpatient beds in your hospital, including all staffed, licensed, overflow, and med/surg beds used for inpatients and outpatients.

Hospital Inpatient Bed Occupancy: Total number of staffed inpatient beds that are occupied.

New Admissions Per Day: Total number of new admissions per day.

ICU Admissions Per Day : Total number of new ICU admissions per day.

ICU Discharges Per Day: Total number of ICU discharges per day

ICU Bed Occupancy: Total number of staffed inpatient ICU beds that are occupied.

Adult ICU Bed Capacity: Total number of Adult ICU beds (i.e. beds open + beds in use). These can support critically ill or injured patients, including ventilator support.

Adult ICU Additional Beds: Number of Adult ICU beds added to increase bed capacity pursuant to Executive Order 2020-16 "Increasing Hospital Capacity For COVID-19 Preparedness". NOTE: Hospitals are to expand their bed capacity by 50% by 04/24/2020. The first 25% is to be implemented by 04/10/2020.

ED Bed Availability: Number of ED beds available (i.e. currently not in use and could be supported by staff).

ED Bed Capacity: Total number of ED beds (i.e. beds open + beds in use).

Med/Surg Bed Capacity: Total number of med/surg beds (i.e. beds open + beds in use). These are also thought of as ward beds.

Med/Surg Additional Beds: Number of med/surg beds added to increase bed capacity pursuant to Executive Order 2020-16 "Increasing Hospital Capacity For COVID-19 Preparedness". NOTE: Hospitals are to expand their bed capacity by 50% by 04/24/2020. The first 25% is to be implemented by 04/10/2020.

Psych Availability: Number of psych beds available (i.e. currently not in use and could be supported by staff). These are ward beds in a closed/locked psychiatric unit or where a patient will be attended by a sitter.

OB/GYN Availability: Number of OB/GYN beds available (i.e. currently not in use and could be supported by staff).

OR Availability: An operating room that is equipped, staffed, and could be made available for patient care in a short period of time.

Other: Number of available beds (i.e. currently not in use and could be supported by staff) for other types of care.

Neg Flow: Beds provided with negative airflow, providing respiratory isolation. NOTE: This number may represent available beds included in the counts of other types.

Number of Holds: Number of holds in the facility.

Hospitalized 14+ Days: Number of COVID-19 positive or suspected positive patients currently hospitalized in an inpatient bed fourteen or more days after hospital admission due to a condition other than COVID-19

COVID-19 Bed Information

Values – Numbers

Intubations: Number of intubations performed per day for respiratory distress. NOTE: This number will include intubations for inpatient and ED COVID-19 positive patients or patients with suspected COVID-19 and all intubations unrelated to COVID-19.

Extubations: Total number of extubations/individuals weaned off of ventilators per day.

COVID-19 Positive Inpatients: Number of inpatient COVID-19 positive or suspected positive patients.

COVID-19 Positive Admissions Per Day: Total number of new COVID-19 positive or suspected positive admissions per day.

COVID-19 Positive ICU Admissions Per Day: Total number of new COVID-19 positive or suspected positive ICU admissions per day.

ICU Beds In Use by COVID-19 Patients: Number of ICU beds in use by COVID-19 positive or suspected positive patients.

COVID-19 Patients Seen in ED Per Day: Number of COVID-19 positive or suspected positive patients seen in the Emergency Department per day.

COVID-19 ED Overflow: Number of patients COVID-19 positive or suspected positive who currently are in the ED or any overflow location awaiting an inpatient bed.

COVID-19 ED Overflow and Ventilated: Number of patients COVID-19 positive or suspected positive who currently are in the ED or any overflow location awaiting an inpatient bed and on a mechanical ventilator.

COVID-19 Positive Discharges Per Day: Total number of COVID-19 positive or suspected positive patients discharged from the facility per day.

COVID-19 Positive ICU Discharges Per Day: Number of COVID-19 positive or suspected positive ICU discharges per day.

COVID-19 Mortality: Number of patients COVID-19 positive or suspected positive who died in the hospital, ED, or any overflow location on the date for which you are reporting.

Staffing

Values – Numbers

Staffed Inpatient and Outpatient beds: Total number of all staffed inpatient and outpatient beds in your hospital, including all overflow and surge/expansion beds used for inpatients and for outpatients (includes all ICU beds).

Direct Care Staff Total: Total number of direct care staff per day.

Values – 0-10%, 11-20%, 21-30%, 30%+

Adult ICU Per Day Staff Call Out %: Percentage of Adult ICU staff who have called out today.

ED Per Day Staff Call Out %: Percentage of ED staff who have called out today.

Med/Surg Per Day Staff Call Out %: Percentage of med/surg staff who called out today.

Total Per Day Staff Call Out %: Total Percentage of staff who have called out today (this includes ICU, ED, Med/Surg, and all hospital departments).

Values – Yes/No

Staffing Issues?: Is the facility currently having staffing issues that impacts your ability to provide adequate patient care?

COVID-19 PPE/Supply Updates

Ventilators

Values - Numbers

Ventilators In Use: Number of ventilators currently being used. NOTE: This number will include ventilators being used for COVID-19 positive patients or patients with suspected COVID-19.

Ventilators In Use for COVID-19: Number of ventilators in use by COVID-19 positive patients or patients with suspected COVID-19.

ECMOs In Use: Number of ECMOs in use.

ECMOs Available: Number of ECMOs available for use.

Services

Values - No Access, Limited Access, Full Access

Access to COVID-19 Laboratory Testing: Do you have access to COVID-19 laboratory testing?

Values - Unavailable, Limited Availability, Available

Lab Services: Current status of lab services, including blood cultures, chemistries, Gram stains, and hematology.

Radiology Services: Current status of radiology services, including CT, diagnostic, and ultrasound

Values – Yes/No

Triage Tent: Are triage tents being utilized at the facility?

PPE and Supplies

Values – 0 Days, 1-3 Days, 4-14 Days, 15-30 Days, 30+ Days; Numbers

Face Shield Inventory: Number of days of face shield inventory on hand:

Face Shield Estimation: Estimated number of face shields used per day

Goggle Inventory: Number of days of goggle inventory on hand:

Goggle Estimation: Estimated number of goggles used per day.

N95 Mask Inventory: Number of days of N95 mask inventory on hand:

N95 Mask Estimation: Estimated number of N95 masks used per day.

Surgical Mask Inventory: Number of days of surgical mask inventory on hand:

Surgical Mask Estimation: Estimated number of surgical masks used per day.

Surgical Gown Inventory: Number of days of surgical gown inventory on hand:

Surgical Gown Estimation: Estimated number of surgical gowns used per day.

Values - Yes/No

Hand Sanitizer Shortage?: Does the facility have a hand sanitizer shortage?

O2 Tank Shortage?: Does the facility have an O2 tank shortage?

Medication Shortage?: Does the facility have any medication shortages? (Please provide information on which medications in the comments field.)

IV Fluids Shortage?: Does the facility have an IV fluids shortage?